

立法會
Legislative Council

LC Paper No. PAC 166/18-19

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Paper for the House Committee meeting on 31 May 2019

**Public Accounts Committee's plan to send a delegation of
two members and a Secretariat staff member to Kuala Lumpur to attend
the Commonwealth Association of Public Accounts Committees Asia Workshop**

Purpose

This paper invites the House Committee ("HC") to note that the Public Accounts Committee ("PAC") plans to send a delegation comprising the PAC Chairman, a PAC member and a Secretariat staff member to attend the Commonwealth Association of Public Accounts Committees Asia Workshop to be held in Kuala Lumpur, Malaysia from 1 to 3 August 2019, and to approve the charging of the expenditure arising from the event to individual Members' Overseas Duty Visit ("ODV") accounts.

Background

2. The United Kingdom Branch of the Commonwealth Parliamentary Association ("CPA UK") has extended to the Legislative Council ("LegCo") an invitation to the aforesaid Workshop, which is hosted by CPA UK in partnership with the Parliament of Malaysia. The Workshop aims to enable public accounts committees to fulfill their remit, and will focus on how public accounts committees can effectively scrutinize the value for money of public spending, hold their governments to account for the delivery of public services, and to strengthen regional collaboration and seek opportunities for coordination. According to CPA UK, participants of the three-day programme will learn from each other through effective exchange of knowledge and practice, and work together to establish a network that will embed this important peer to peer support beyond the Workshop. The invitation letter from CPA UK and details of the Workshop are in **Appendix I**.

Acceptance of invitation and nominations

3. CPA UK has invited LegCo to nominate a maximum of three delegates to attend the Workshop. According to the compulsory nomination criteria as set out in paragraph 2.01 of Application Process in Appendix I, delegates must be selected from public accounts or equivalent committee. In this connection, the Secretariat has invited PAC members by circulation of paper to indicate whether PAC should accept CPA UK's invitation and whether they are interested in attending the Workshop. Based on the responses from members, PAC has agreed to accept the invitation and that Hon Abraham SHEK Lai-him, Chairman of PAC, and Hon Kenneth LEUNG, Deputy Chairman of PAC, be nominated to participate in the Workshop.

Funding arrangements

4. As approved by The Legislative Council Commission, each Member is provided with an ODV account of \$55,000 for the purpose of duty visits outside Hong Kong for each LegCo term. Members may only use the fund in the ODV account for duty visits endorsed by HC. Any expenditure incurred in excess of the available balance in a four-year term has to be paid by the Member personally.

5. An initial estimate of the expenditure for the Workshop (including air fares, airport-hotel transfers, meals and sundry expenses, etc.¹) to be incurred by each participating Member for attending the Workshop is about \$7,192. A breakdown of the estimated expenditure is in **Appendix II**.

Advice sought

6. Under rule 29A(d) of the House Rules, approval of HC is required for any visit outside Hong Kong conducted under the name of LegCo or its committees in response to an invitation, and the funding of which is to be charged to individual Members' ODV accounts. In this connection, HC is invited to take note of PAC's nominations for the Workshop, and to grant approval for the charging of the expenditure arising from the participation in the Workshop to the ODV accounts of the two nominated PAC members.

Council Business Division 4
Legislative Council Secretariat
29 May 2019

¹ Accommodation costs (including breakfast) will be covered by CPA UK.



COMMONWEALTH ASSOCIATION
OF PUBLIC ACCOUNTS COMMITTEES

COMMONWEALTH
PARLIAMENTARY
ASSOCIATION UK 

Appendix I

COMMONWEALTH ASSOCIATION OF PUBLIC ACCOUNTS COMMITTEES REGIONAL WORKSHOP SERIES

ASIA

Kuala Lumpur, Malaysia

1 - 3 August 2019



INVITATION

 UK
Parliament

 COMMONWEALTH
PARTNERSHIP FOR DEMOCRACY
A UK 2018-20 INITIATIVE

 WESTMINSTER
FOUNDATION FOR
DEMOCRACY

About CPA UK

CPA exists to support and strengthen parliamentary democracy throughout the Commonwealth, and to learn from fellow Commonwealth Parliaments. We are the largest and most active branch of the Commonwealth Parliamentary Association, and have been a key player ever since CPA's forerunner was formed in 1911. We share CPA's aims, which include developing and supporting Parliamentarians and their staff, and helping them implement the enduring values of the Commonwealth.

CPA UK have developed a distinctive ability and capacity in this area, drawing on the UK Parliament's propensity to learn, evolve and inform.

Peer to peer learning is central to our methodology. We design and deliver opportunities for UK and Commonwealth parliamentarians and officials to meet and to share knowledge to improve parliamentary oversight, scrutiny and representation.

CPA UK's core funding comes from the UK Parliament and we are governed by an Executive Committee made up of 20 parliamentarians from both the House of Commons and the House of Lords. Following a Strategic Review in early 2018, we now have a new vision and purpose:

Our Vision

Inclusive, representative and transparent Commonwealth Parliaments; fully effective in enforcing the accountability of the executive and representing the interests and concerns of the electorate.

Our Purpose

To learn from and strengthen Commonwealth parliaments to deliver effective oversight, scrutiny and representation.

Commonwealth Partnership for Democracy (CP4D) & Commonwealth Association of Public Accounts Committees (CAPAC)

This project, delivered by CPA UK is part of the Commonwealth Partnership for Democracy (CP4D). CP4D aims to build trust in democratic institutions and support the political engagement of minorities and vulnerable groups in 18 developing countries across the Commonwealth.

The £4m two-year programme was launched at the 2018 London meeting of Commonwealth Heads of Government. It is managed by the UK Foreign and Commonwealth Office (FCO) and implemented by Westminster Foundation for Democracy (WFD) in partnership with CPA UK, CPA International, and the Commonwealth Local Government Forum.

As part of CP4D, our 2-year project will focus on strengthening Commonwealth Public Accounts Committees. It will:

Support the Commonwealth Association of Public Accounts Committees (CAPAC)

Hold a series of regional and Commonwealth wide CAPAC workshop for PACs

Ensure sustainability of learning and the embedding of the CAPAC network

Building on the success of a bespoke Public Accounts Committee Africa Regional Workshop delivered by CPA UK in Kenya in August 2018, the project will include three Regional Workshops. Fiji will be the first of these focussing on Public Accounts Committees in the Pacific region and will be followed by workshops in Asia and the Caribbean. A final pan-Commonwealth workshop will take place in London in early 2020. This will be an opportunity for regions and individual committees to report on progress made in line with aims and objectives of the preceding regional workshops.

CAPAC Asia Workshop

From 1 - 3 August, CPA UK will host the CAPAC Asia Workshop, in partnership with the Parliament of Malaysia. This workshop will welcome Chairs, Members, and Clerks of Pacific Commonwealth Public Accounts or equivalent Committees to Kuala Lumpur for a three-day programme focussed on regional challenges and opportunities. Participants will learn from each other through effective exchange of knowledge and practice, and work together to establish a network that will embed this important peer to peer support beyond the workshop.

We are delighted to invite your legislature to apply for places for your Chair, a Member, and one Clerk from your Public Accounts Committee or equivalent body to participate in the Workshop.

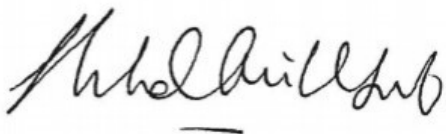
Please follow the application procedures outlined below and submit your nominations by **Friday 31 May 2019**.

Due to a high demand for places at the CAPAC Asia Workshop, any application received after the above indicated deadline is unlikely to be successful.

We ask that you complete the attached Public Accounts Committee Bi-Annual Survey. This survey aims to assess the state of PACs regionally and will feed into a wider analysis of Commonwealth PACs. We encourage you to include information about your PAC and its practices, as well as case studies and your personal perspective on PACs. Your contributions will inform the development of this programme, ensuring it is focussed and relevant.

This workshop is part of a wider PAC project delivered by CPA UK as part of the Commonwealth Partnership for Democracy (CP4D). The first regional workshop for Pacific legislatures took place in Suva, Fiji in February 2019. I would encourage you to look into other projects within the CP4D partnership, all of which aim to strengthen democratic processes across the Commonwealth.

We look forward to meeting you in Kuala Lumpur.



Mohamad Ariff Md. Yusof
Speaker of the Dewan Rakyat



Meg Hillier MP
Chair, UK Public Accounts Committee

CAPAC Asia Workshop

Workshop Aim

As part of the wider aim of the project to improve parliamentary scrutiny of financial oversight in the Commonwealth, this workshop aims to enable Public Accounts Committees to fulfil their remit. It will focus on how Public Accounts Committees can effectively scrutinise the value for money of public spending, hold their governments to account for the delivery of public services, and to strengthen regional collaboration and seek opportunities for coordination.

Objectives

1. Chairs, Members and Clerks will develop their technical skills and improve capacity through knowledge and experience sharing.
2. Participants will strengthen and widen their networks through opportunities for knowledge exchange, peer support and sharing best practice during and beyond the workshop.
3. Participants will use case studies to explore regional cooperation, gather available expertise and discuss opportunities for stronger bilateral and regional relationships.
4. Participants will have the opportunity to contribute to the development the Commonwealth Association of Public Accounts Committees (CAPAC) online portal.

By the end of this workshop CPA will produce the following outputs:

1. An enhanced resource bank of regionally relevant content for the Commonwealth Association of Public Accounts Committees (CAPAC) online portal.
2. A full project report detailing discussions and outcomes from the workshop which will be made available to all participants and more widely online following the workshop.

Application Process

Nominations

Places per Legislature

1.01. Legislatures may apply for a maximum of **THREE places, one each for the Chair, one Member and the Clerk of their Public Accounts or equivalent Committee**. When nominating their delegates legislatures are reminded to note the nomination criteria as outlined below. To apply for places at the Workshop, please complete the enclosed Participant Nomination Form and return it to CPA UK by no later than **Friday 31 May**.

1.02. Due to a high demand for limited places at the CAPAC Asia Workshop, any application received after the stated deadline will be held as a reserve.

Compulsory Nomination Criteria

2.01. When selecting participants for nomination, you are requested to consider the following criteria:

a. Delegates must be from the Public Accounts Committee or an equivalent Committee (a scrutiny committee whose function is to examine the accounts of national Government bodies)

b. It is CPA UK policy to encourage broad participation in its events. **Please nominate parliamentarians from both government/majority parties and opposition/minority parties, and ensure gender balance and youth representation when nominating.**

c. Delegates should have a **reasonable expectation of continuing in their parliamentary careers and Committee role** so that their participation in the workshop is worthwhile both to themselves and to their parliament.

d. Participants are expected to arrive for the start of the programme and to participate fully through to its conclusion. Legislatures should only nominate participants who will attend the entire workshop programme.

2.02. Due to the limited places for the workshop, there is a likelihood that it will be oversubscribed. Therefore it is important to note that **nominations that meet the above criteria are more likely to be selected.**

2.03. Legislatures whose nominations do not meet the set out criteria may be asked to reconsider. Please ensure that the above criteria is disseminated to the nominated participants to ensure they understand the criteria.

Committee Knowledge Sharing Exercise

3.01. To inform the development of the CAPAC Asia Workshop, all legislatures applying for places are asked to complete and return the attached online survey with information about their Committee. This information will be used only by CPA UK only.

Acceptance of Participant Places

4.01. CPA UK will inform legislatures of the outcome of the application and selected participants by the close of business on **Wednesday 5 June**. We regret that we are unable to answer queries about applications before this date.

Visas

5.01. For those countries that require visas to enter Malaysia applications should be made as soon as possible after receipt of confirmation of participant places. CPA UK is not able to assist in the visa application process, however CPA UK is happy to provide a supporting letter for visa applications if needed.

Participation Costs

Funding

6.01. CPA UK will be responsible for the following:

Accommodation. Accommodation costs (bed and breakfast) for the **four nights of 31 July - 4 August** will be covered by CPA UK at the official event hotel. **Please note that nominations received after the deadline of Friday 31 May will not be guaranteed accommodation.**

6.02. Delegates will be responsible for the following:

a. **Logistics.**

(1) Return travel to Kuala Lumpur

(2) Airport-hotel transfers

(3) Visa fees

(4) Meals except those annotated as part of the official programme

(5) Personal expenses during the workshop (laundry, telephone, room service, mini-bars etc.)

6.03. Delegates attending the CAPAC Asia Workshop are asked to arrive on 31 July and attend the full Workshop Programme, from 1- 3 August inclusive.

6.04. Details of the official the hotel will be issued to all successful legislatures when they are notified of their places

Funding Assistance

7.01. If in the unusual case your Parliament is unable to cover the costs of a delegation's participation in the workshop, CPA UK may be in a position to assist with limited financial support on certain aspects of the workshop. Should this be the case, please contact cpauk@parliament.uk as soon as places have been confirmed.

Workshop Administration & Logistics

Spouses / Accompanying Persons / Children

8.01. The CAPAC Asia Workshop is an intensive programme for the delegates, requiring their full focus and attention. It is CPA UK policy that spouses, accompanying persons and children are not invited to attend any part of the workshop. No additional programme for spouses / accompanying persons will be organised.

Withdrawals / Cancellations / Liabilities

9.01. Legislatures are requested to inform CPA UK immediately if a delegate cancels, or if for any reason they will not arrive in Kuala Lumpur as scheduled. Once legislatures have committed to delegate attendance at the CAPAC Asia Workshop, any cancellation fees or liabilities incurred by CPA UK as a result of a delegate failing to arrive or departing early will be passed to the nominating legislature for reimbursement to CPA UK.

CPA UK

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Public Accounts Committee
Commonwealth Association of Public Accounts Committees Asia Workshop
Initial estimate of expenditure

Duration of Workshop: 31 July (Wednesday) to 4 August (Sunday) 2019 ^(Note 1)

Place: Kuala Lumpur, Malaysia

Breakdown of estimated expenditure

Item	Expenditure chargeable to participating Members' ODV accounts (Two PAC members) (HK\$)	Expenditure chargeable to the Secretariat's accounts (One Secretariat staff member) (HK\$)
1. Return air passage ^(Note 2) Hong Kong/Kuala Lumpur/Hong Kong	8,000 (Economy Class) (4,000 per person)	4,000 (Economy Class)
2. Hotel accommodation (60% of the subsistence allowance)	Accommodation costs (bed and breakfast) for the four nights from 31 July to 4 August 2019 will be covered by CPA UK	
3. Meals and sundries (35% of the subsistence allowance) ^(Note 3) 4 nights in Kuala Lumpur (MYR 386 per night) ^(Note 4)	5,884 (2,942 per person)	2,942
4. Travel insurance	500 (250 per person)	250
5. Transportation between airport and hotel	—	900
6. Miscellaneous supporting services and others (e.g. souvenirs, en route online/telephone communications for staff)	—	1,300
7. Contingency (about 5% of Items 5 and 6)	—	100
Total	14,384 (7,192 per person)	9,492
Grand-total	23,876 ^(Note 5) (say 24,000)	

NOTE :

1. The delegation is requested to arrive on 31 July 2019 and attend the full Workshop Programme from 1 to 3 August 2019 inclusive.
2. Airfare quotation obtained on 17 May 2019. Price is inclusive of tax and surcharges.
3. Subsistence allowance: lunch (10%), dinner (15%), travelling within town (5%) and sundry expenses (5%).
4. Subsistence allowance for Kuala Lumpur: MYR 1,102 per night per person. Exchange rate as at 21 May 2019 is MYR 1 = HK\$1.9055
5. The actual expenditure will vary subject to the air passage at the time of confirmation.